

Quick Reference Tip Sheet

LAST REVISED DATE: 03/21/2018

General Information

Task	Process Information
Associating a Contract to a Dispatched PO	The association of Contracts to PO line(s) gives the Judiciary the ability to accurately track expenses against contracts.

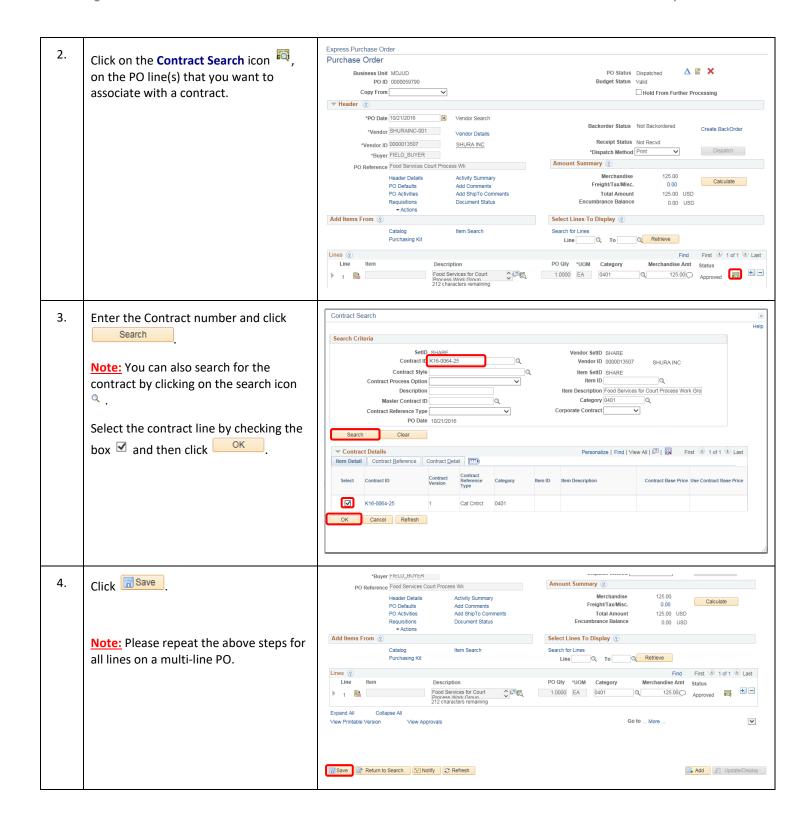
GEARS Navigation

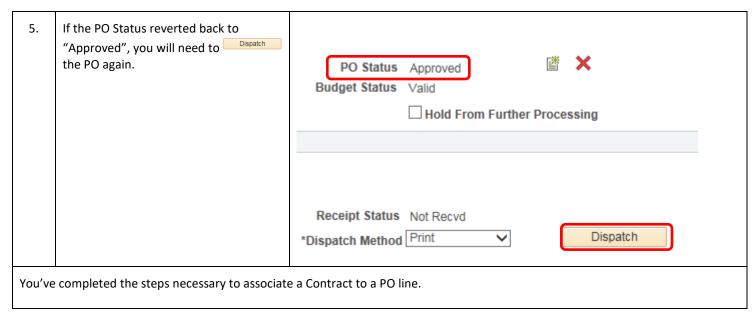
Purchasing > Purchase Orders > Add/Update Express POs	<u>Favorites</u> ▼	Main Menu ▼	> Purchasing ▼	> Purchase Orders •	> Add/Update Express POs

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the Find an Existing Value tab. Enter the PO number and click Search	Favorites Main Menu Purchasing Purchase Orders Purchase Or
		Express Purchase Order Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
		▼ Search Criteria
		Business Unit = V MDJUD PO ID begins with V 0000059790 Purchase Order Date = V IS PO Status = V V Short Vendor Name begins with V Q Vendor ID begins with V Q
		Vendor Name begins with Buyer begins with Buyer Name begins with PO Type Vendor Name begins with Q Buyer Name begins with Q PO Type V
		Purchase Order Reference begins with Hold From Further Processing Case Sensitive
		Search Clear Basic Search Save Search Criteria







End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.